



**TOWN OF FREETOWN
BOARD OF SELECTMEN**
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**MINUTES OF
MEETING OF TUESDAY APRIL 19, 2016**

**COUNCIL ON AGING
227 CHACE ROAD, EAST FREETOWN, MASSACHUSETTS**

5:30 P.M. **Call to Order** Selectman Paul G. Sadeck calls the meeting to order. Others present are Selectman Robert Jose and Town Administrator Jack Healey. Selectman Lisa Pacheco came into the meeting late. The meeting is being recorded by FREECAM.

Weekly Public Discussion

Consent Agenda:

Board of Selectmen: Action relative to:

- Approve Change Order for Richmond Road Bridge
 - Highway Surveyor Charles Macomber explains that an additional \$960 should be added to the project, just to be safe. The added amount would cover police details, though probably wouldn't be needed. Work was done today, so all that's left is landscaping at this point, which Mr. Macomber believes can be done without a police detail. Regardless, he notes that the amount has been approved by the Finance Committee already, so the money is already in place. Motion to approve (Jose/Sadeck), passed unanimously.
- Review and Execute the Agreement with Greater New Bedford Refuse Management District.
 - Town Administrator Jack Healey speaks about the agreement. The agreement was completed and agreed to last Thursday, the product of work by Mr. Healey and Town Counsel. The agreement is a 5 year agreement, with an option for 5 more afterwards. The Town currently uses SEMASS, and our rate is approximately \$26,000. GNBMD gave us the best rate of the three companies we looked at,

\$60/ton for 2017 and 2018, and a 2% increase for two years after. SEMASS was \$65/ton and a 2.5% increase. To fill in Selectmen Jose on the previous proposals, Mr. Healey says SEMASS's offer was not only higher but less attractive to the Town. Selectmen Jose asks if the terms are already agreed upon, Mr. Healey says they are. Motion to sign agreement (Jose/Sadeck), passed unanimously.

- Approve Board of Selectmen Minutes from April 5, 2016.
 - Selectmen Jose noticed a few motions in the reorganization section mis-assigned to Selectmen Sadeck, while Selectmen Pacheco was running the meeting at the time. He also said it was he that made the motion to adjourn at the end of the meeting, not Selectman Sadeck. Motion to approve Minutes as read, reflecting changes noted (Jose/Sadeck). Passed unanimously.
- Approve Fire Abatements for the Month of March 2016.
 - The ambulance fee abatement for the month of March 2016 is \$27,794.20. Selectman Sadeck notes that Chief Silvia needs to update the signature lines on the abatement form to reflect the new Select board. Motion to approve (Jose/Sadeck). Passed unanimously.
- Town Administrator's Report.
 - Mr. Healey says he has had a very busy and productive two weeks. As noted earlier in the meeting, he worked with Mark Reich and Steve Marsters of Kopelman and Paige on the Greater New Bedford Refuse Management District agreement, which was completed in time for the District meeting on Thursday, April 14. Mr. Healey is also setting up a conference call with NRG and Bob Patterson regarding net metering credits that will be applied to the Town and the elementary school's electric bills. This would save the town over \$1.5M, according to Mr. Healey. This call is in regards to the Federal Road Solar field NRG purchased from Borrego. After the conference call is completed, Mr. Patterson will prepare a quarterly report and then train Mr. Healey to do the work in the future. Finally, Mr. Healey met with the Finance Committee on Wednesday night, April 13, regarding a transfer request for Legal services. It was decided that Mr. Healey will bring the monthly Legal bill to the Committee when it has been received, as the Committee prefers to approve transfer requests only when budget

lines have been exhausted. Mr. Healey was agreeable to this. Other issues Mr. Healey worked on over the past two weeks include the Fall River water contract, warrant articles, the Excel Recycling permit issue and the MS4 Stormwater regulations recently issued by the EPA, which Mr. Healy says could become quite costly if the Town doesn't stay on top of the issue.

Board of Health:

Personnel Board:

- Appoint Keven Desmarais and Robert Jose to Building Committee, effective April 19, 2016.
 - Motion to appoint Mr. Demarais (Sadeck/Jose), passed unanimously. Motion to appoint Mr. Jose (Sadeck/Jose), passed unanimously. Selectmen Jose was somewhat surprised to see his appointment, but all of the Selectmen are on the Building Committee, so he accepts the appointment.
- Approve/Sign Change of Status form for Joshua Faherty, as submitted by Chief Silvia, effective April 1, 2016.
 - Mr. Faherty will no longer be an EMT for the town, so this change of status reflects that change. Motion to approve (Sadeck/Jose), passed unanimously.
- Discuss Recommendation from Interview Panel regarding Full-time Dispatcher Position and Appoint/Sign Change of Status for Full-Time Dispatcher, as submitted by Chief Abbott effective April 19, 2016.
 - A memo from the Interview Panel for the full-time signal caller operation position is read. The panel consisted of Selectmen Sadeck, Fire Chief Gary Silvia, Police Chief Carlton Abbot and Town Administrator Jack Healey. Interviews were conducted starting at 9am on Monday, April 11, in Mr. Healey's office. The panel recommends that Stephanie Brum be appointed as full-time signal operator, contingent upon successful completion of a medical exam. Ms. Brum is currently a part-time signal operator for the Town. Motion to appoint Ms Brum as full-time signal operator (Sadeck/Jose), passed unanimously.
- Discuss/Approve Vacation request carryover for Patrolman Pina, as submitted by Chief Abbott.
 - On April 11, Patrolman Pina entered the Plymouth Police Academy as a student, which will last until the fall. Because of this, he will be unable to use five vacation

days he has accrued before the next fiscal year starts on July 1. Patrolman Pina has requested that his vacation days carry over to FY17, to be taken as promptly as his schedule allows. Chief Abbott says in a memo that the board can either grant the request to carry over the vacation days or deny the request, instead compensating Patrolman Pina for the vacation days. Chief Abbott is present at the meeting. The Board asks if carrying over the vacation days will cause any scheduling issues for Chief Abbott. Chief Abbott doesn't anticipate that it would. Asked for a recommendation by the Board, Chief Abbott recommends the Board deny Patrolman Pina's request, instead compensating him for the vacation days instead. Town Accountant Kim Fales agrees with this recommendation. Motion to deny Patrolman Pina's request (Sadeck/Jose). Motion passed unanimously. Patrolman Pina will be paid for the vacation days instead of carrying them over to FY17.

New Business

- Dates for upcoming Board of Selectmen Meetings, May 2nd, May 16th, Tuesday May 31st.
 - As previously noted, Selectmen Jose will be on vacation at the end of May, so will not be present if there is a meeting scheduled on May 31. An executive session will need to be scheduled to discuss an issue with the state Attorney General. Contract negotiations with the Police Union also needs to be discussed. Selectmen Sadeck wants this scheduled before the May 2nd meeting, suggesting next Monday evening, April 25. Mr. Healey cannot attend, but Selectmen Jose can. Motion to hold an added open meeting that goes into executive session on Monday, April 25 at 6pm at the COA (Jose/Sadeck), passed unanimously.

Old Business:

- Water Agreement
 - Passed over.
- Work on new language for Personnel by-law
 - Passed over.

The Board takes a short recess while they wait for the Finance Committee to be ready for the next portion of the meeting.

6:15 P.M. Discuss Police/Communications/Fire/Treasurer Budgets and Special/Annual Town Meeting Articles with Finance Committee.

Chairman Brad Paiva is recording the meeting for the Finance Committee. Selectmen Lisa Pacheco has arrived and joined the meeting. Also present is Police Chief Carlton Abbott, Fire Chief Gary Silvia, Town Accountant Kim Fales and Interim Town Treasurer/Collector Jeff Cannon to discuss their respective budgets.

Budget Discussions

Before we begin, a brief discussion on where the schools budgets stands. Since the last time budgets were discussed, the increase currently stands at \$184,736. Of that, \$14,100 is from property insurance, \$1,500 for worker's compensation, \$4,400 for the health insurance stipend and \$164,736 for Old Colony. The number of students at OC has not changed, it is tuition that has gone up. Ms. Fales notes that even with these increases, we are comfortably within range.

Communications Budget Discussion

Chief Abbott notes there was a mistake on the increase from his last budget request. The training increase previously read an increase of \$1,300, but it should read \$500. That moves the adjustment to \$13,860. This line item is for training, compensating dispatchers for training fees. Selectmen Jose asks if that includes EMD training, but Chief Abbott says that comes from a grant.

Police Budget Discussion

The discussion opens with Selectmen Pacheco asking Chief Abbott if he added a man to his budget, which he has. The request now stands at \$1,779,092, which Ms. Fales says is an increase of \$54,790. The question is, do we go ahead with the extra man? Chief Abbott explains it is a vacancy and that the police force needs the extra manpower. In fact, he says the formula chiefs use say the force needs two extra officers. He states that the department needs a floater to make the schedule work better. Currently the shifts are filled by OT (saving \$31,000) or

reserves (saving \$13,000). It's not an exact science, as things happen (illness, academy), so those figures are approximate. Selectmen Pacheco respectfully disagrees that we can go back to previous numbers as far as personnel goes. She says that she recalls a previous discussion where the Police Department gave up a patrolman to gain a sergeant, which was agreed upon. Chief Abbott doesn't recall this, but allows that that could have been the agreement at that time. Selectmen Pacheco, however, says she agrees that now is the time to add another officer, noting how times have changed, but not to play a numbers game. She believes it would be a good idea to add another officer. Selectmen Jose agrees. Motion to add another officer as reflected in the budget at \$1,779,092 (Pacheco/Jose). Passed unanimously. George Grunwald of the Finance Committee questions the amount added: why do the numbers not add up? Chief Abbott says health insurance and other big expenses don't come from the Police budget. It is noted that the Police contracts are not agreed on yet, so the numbers may not work. Chief Abbott says this will be a new position, at step 1, advertised. Selectmen Pacheco says to add the college incentive as well. Bob Alderson asks what would happen if the Police Department doesn't get the new officer. Chief Abbott explains that they would turn to OT or end up short-staffed if someone has to call out or otherwise not perform their duties. Mr Grunwald asks for clarification about the role of reserve officers, Chief Abbott says they certainly have a role on the force, but they are not full-fledged officers. Motion to approve (Grunwald/). Passed unanimously.

Fire Budget Discussion

Last time Chief Silvia was here, the Board of Selectmen asked him to provide figures about adding another firefighter. Chief Silvia hands out packet detailing a new 40-hour, day shift position. It would be four 10-hour shifts or five 8-hour shifts. The figures in the packet come from hours from previous fiscal years. Chief Silvia explains that the department accrues a lot of overtime because the staff needs time off. He says that a floater position would be totally different than this addition; however, the Board wanted a floater position. Chief Silvia points

out that if there is an involved call that requires multiple people to respond, the station has to go unmanned. An ambulance call takes two of his responders. It's about public safety. Selectmen Sadeck asks if a day guy would solve these issues. Gary says yes, it'd go a long way. Selectmen Pacheco and Bob Alderson of the Finance Committee discuss the differences between a day vs. night shift in this sense. Chief Sylvia says that a night shift is easier to staff with on-call guys, and also that statistics show day shifts are busier than night shifts. Selectmen Jose fills meeting in on new laws that change where ambulances have to bring people, sometimes making this issue worse. Paul Deneault of the Finance Committee says there's something wrong with the system when his house can burn down because there's only one person available to make a call if an ambulance is out. Chief Sylvia agrees. Selectmen Jose says we have mutual aid agreements with other towns. Mr. Grunwald asks about revenue figures provided by Gary, asking where the estimated \$500,000 in revenue goes. Chief Sylvia says it all goes to general fund. Mr. Grunwald points out that that essentially means that if we budget the Fire Department \$1M, it is like we are actually only giving them about \$500k. Chief Sylvia also notes we should be putting money aside to look into outsourcing ambulances. Mr. Deneault remains very concerned about staffing, saying we need more people on. Chief Sylvia says the department is in a period of transition from mostly call-based to shift-based. Selectmen Sadeck asks why we don't vote to add an entire 2nd shift, Selectmen Pacheco says that's a huge step at this point. Chief Sylvia says he's been asking for another shift for 3 years, even if he doesn't put it in his budget. Selectmen Sadeck says adding just one new guy won't address Mr Deneault's concerns, but Chief Sylvia says we have to start small. After a discussion of how many extra people an added second shift entails, the Board agrees that's a huge step with a huge pricetag. Selectmen Jose also says he thought this was a floater position as well, Chief Sylvia says that's a union issue that would have to be talked over with them, as that would be a 42 hour position. Selectmen Pacheco suggests adding the money in and then talk to the union. Selectmen Sadeck asks Chief Sylvia if he'd talk to the union, and he will. Requesting clarification, Chief Sylvia asks if we are talking about a 42 hour

floater. Selectmen Jose says we want options, not necessarily specifics at this point. Chief Sylvia says that when Cliff Cardin retires, that position would be a floater, but that's 2 years away still. Motion to add a firefighter and reach out to union to start a discussion about a floater position (Pacheco/Jose). Gary again wants clarification about the position. Base pay \$50,356. FinCom wants more specifics on numbers, wants an all-inclusive number. Ms. Fales says the new budget would be \$1,124,974. Passed unanimously. FinCom. Mr Alderson wants to know what's available at this point, Ms Fales says \$780K in excess levy, before the Fire numbers are included. Selectmen Jose figures about \$710K left, in that case. FinCom motion (?/Bob). Passed unanimously.

Treasurer Budget Discussion

Interim Treasurer/Collector Jeff Cannon has requested 2 full-time assistants and a senior clerk, expanding the staff because of centralized collection of sewer/water and centralization of cash. He reaffirms that he needs that staff to do that successfully. He went back and took a look at that number, requesting \$173,722. To clarify, this figure makes the staff as follows: a full time collector/treasurer, a full-time assistant treasurer, a full-time assistant collector and a full-time senior clerk. Mr Cannon says this would eliminate the need to bring in a floater from time to time, as is currently done. Selectmen Jose asks if that would eliminate the floater completely, Selectmen Pacheco says not necessarily, just take her away from that office. Mr. Grunwald wants to know what this actually adds: we'd be essentially adding one position, a floater OR the full-time assistant collector. Mr. Cannon says it is just changing where the money is coming from in the budget. Selectmen Pacheco disagrees with Mr. Cannon's request, saying the staff is working the way it is, she doesn't see a change is necessary. She would prefer to re-address this in the fall, after centralized collections has an opportunity to run. Selectmen Jose agrees, we should just leave the money as it is. Mr. Cannon says if the budget isn't adjusted and central collections added, we are setting it up for failure. After a discussion about what centralized collections means, Mr. Cannon explains that the tax collector's office will collect all money, which auditors

suggest as a way to minimize the places money can be lost/turned over. The Board is in agreement that we should leave the number as it is and adjust it in the fall if we need to. Selectmen Jose notes that even if we keep it as is and reassign titles, cross training still needs to occur. No vote, we are leaving it as is.

Special Town Meeting Article Discussion

Article 1, Transfer from Property Insurance to Worker's Compensation Insurance

This article is to move funds that were incorrectly budgeted as liability insurance instead of worker's compensation insurance. Board and FinCom were in favor of this article.

Article 2, Transfer from Insurance Recovery for new police cruiser

This article would approve a transfer of funds received from the town's insurer that is being held in a recovery account, the result of a police cruiser lost to an accident. The money can only be transferred at town meeting. Board and FinCom were in favor of this article.

Article 3, Transfer from Free Cash for school transportation

This article would allow the Town to pay for additional contracted bus services in October, November and December of 2015, due to the Richmond Road detour. It is noted that this is a bill that would have to be paid in any event. Board and FinCom were in favor of this article.

Article 4, Supplement department budgets

This article, which does not currently have a dollar amount named, would allow for additional funding to be added to departmental budgets in case of exceeding the original budget. Mr. Healey says this is just a placeholder, and can be used to pay outstanding bills and the like. Ms. Fales offers no guidance or input, as this is Mr. Healey's article. The Finance Committee says they would need a dollar amount before they could allow this article, and that it is not necessary anyway. Selectman Pacheco says they could add a dollar amount to the figure and reduce it on Town Meeting floor, if necessary. No agreement can be found on this article, it is passed over.

Article 5, Supplement police wages for first year of CBA (funding source: unused appropriation)

Article 5, Supplement police wages for first year of CBA (funding source: free cash)

This article would transfer money from free cash in the event the appropriation voted at the Annual Town Meeting of June 15, 2015 is not sufficient to fund the first year of the Police Union CBA. At that meeting, \$185,000 was set aside for this purpose. To date, the remaining balance is \$108,996.35. The exact dollar amount necessary is not yet available. Selectmen Jose suggests that either we increase the number and reduce it later on when the figure is known, or to pull the article all together, saying the blank dollar figures just cause issues. Selectmen Sadeck is in favor of keeping this article, but the Board and Committee agree to pull it.

Article 6a, Establish a capital stabilization fund (funding source: free cash)

Article 6b, Establish a capital stabilization fund (funding source: stabilization)

This article would create a Capital Stabilization Fund, to be used for capital assets, renovation of capital assets, or to cover the cost of debt service payments on capital assets. The article does not name dollar amount, but a consensus that \$500,000 should come from free cash and \$1M from the Stabilization Fund is reached without much debate. Board and FinCom were in favor of this article.

Article 7, Supplement stabilization fund

This is a required article, so there was no debate or discussion on it. Board and FinCom were in favor of this article.

Article 8, Unpaid sewer bill for sewer charges from Fall River

This article would allow payment on outstanding bills from Fiscal Year 2011. Bills were found by Stephen Chandler in the water department. Funds must come from Town Meeting, as it is from a previous fiscal year. Board and FinCom were in favor of this article.

Article 9, Unpaid water bill for master meter support service

This article is the same as the previous article, just a different bill and from fiscal year 2015. Board and FinCom were in favor of this article.

The Board of Selectmen and Finance Committee decide to postpone discussion on the Annual Town Meeting articles. Those articles will be discussed after the newly-scheduled Selectmen's Meeting on Monday, May 25. The Finance Committee will join the Selectmen at 7pm.

It is noted that the Board of Selectmen did not vote on the articles from the Special Town Meeting.

Motion to adjourn at 7:56 p.m (Jose/Pacheco). Passed unanimously.

Respectively Submitted,

A handwritten signature in dark ink, appearing to read "Timm McIntosh", with a stylized flourish at the end.

Timm McIntosh